



28 November 2017

Director of Engineering Services
Town of Esquimalt
1229 Esquimalt Road
V9A 3P1
Victoria, BC



832 Old Esquimalt Road

This letter is to confirm and stand as proof to the Municipality that an Engineer-Client Agreement has been executed between:

Hoel Engineering Ltd
and
Mike Staite

In connection with the above referenced development. The agreement was executed on **November 2017** and provides for civil engineering services as follows:

1. *Consulting, advisory and pre-design services.*
2. *Schematic and design development services.*
3. *Preparation of design drawings according to the Town of Esquimalt Requirements, Subdivision Servicing Bylaws, Policies, and amendments thereto.*
4. *Interpreting design drawings and specifications when requested by the Client or Contractor.*
5. *Perform estimates on cost of the work.*
6. *Attend meetings.*
7. *Preparing and issuing related project documentation.*

If for any reason the said agreement is altered, modified or terminated in any manner, it is the duty of the Consultant to inform the Municipality of such changes within 3 days.

Signed and Sealed

